

## **Town of Snow Hill Job Description**

**DEPARTMENT:** ADMINISTRATION  
**JOB TITLE:** GRANTS ADMINISTRATOR  
**SALARY/GRADE:** NON-SALARIED/ NON-EXEMPT

**JOB SUMMARY:** Under general supervision, the incumbent performs all grant research; investigations and record keeping required by all grant funded programs and projects; exercises initiative and independent judgment and discretion in assisting the Town in locating potential funding sources to supplement the local budget allocations.

This individual is reports directly to the Town Manager.

### **General Requirements:**

- Subject to emergency call-back with little or no notice
- Pre-employment background check

### **Essential Job Duties and Responsibilities:**

- Researches and identifies potential sources that will support the implementation of the Town's comprehensive goal and objectives;
- Review all incoming and posted notices of available funds to determine the feasibility of developing programs to supplement the Town's local annual budget allocations;
- Discusses requirements and sources with appropriate management and staff. Confers regularly with the staff or division affected by the proposed funding program to ensure compliance with grant requirements and criteria;
- Investigates errors or delays in processing applications and initiates corrective action;
- Writes grant applications according to the format required and submits completed package to the funding agencies;
- Directs and coordinates evaluation and monitoring of grant funded programs;
- Develops the specific evaluation and monitoring criteria required by grant-funded programs or projects;
- Prepares and submits all periodic reports required by the funding agency required to comply with the grant;
- Maintains master files for all programs funded or grant request applications, including but not limited to, contract agreements, grant agreements and vendor/contractor agreements. Maintains activity case notes for each file;
- Serves as the fiscal officer in preparing budget and maintains appropriate record or expenditures and reimbursement requests and receipts. Confers with the Finance Manager to ensure adherence and compliance with the Town budget. Applies Town's procurement policies when required by specific grant funding agent;
- Prepares and submits monthly report to the Town Manager for the Mayor and Council;
- Support and enforce the Town of Snow Hill Personnel Rules & Regulations.
- Performs other related duties assigned or required.

### **Qualifications and Skills:**

- Bachelor's degree in Public Administration, Business Administration, Business Management or a related field with one (1) to three (3) years grant writing experience or any equivalent combination or experience. Education or training may be substituted for the required knowledge, skills and abilities;
- Experience required in developing and managing budgets;
- Demonstrated administrative skills in managing project goals, objectives, evaluation methods and monitoring techniques;
- Knowledge of project administration, monitoring, auditing and closeout;
- Knowledge of grant research techniques and familiarity with grant terminology;
- Some knowledge of principle procedures and practices of public administration;

- Ability to write clearly and accurately;
- Uses appropriate grammar, spelling, punctuation and style;
- Proficient computer skills with word processing and spreadsheet application;
- Ability to interpret resource literature requirements and regulations to determine feasibility of project/program development to the Town;
- Skills in establishing and maintaining effective working relationships with representatives from local, state, federal, private agencies and general public;
- Strong interpersonal skills;
- Strong research and analytical skills;
- Support and enforce the Town of Snow Hill Personnel Rules & Regulations.
- Must possess valid Maryland Class C driver's license.

**Working Conditions:**

- Work is primarily conducted indoors with little to no exposure to environmental conditions.

**Safety Analysis:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

Mostly non-active work: Constant: sitting viewing; Constant: talking, hearing; Rarely pushing, pulling, carrying, and/or lifting.

**Disclaimer:** This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties assigned or required.